



Uber for Government Educational Slides

Uber

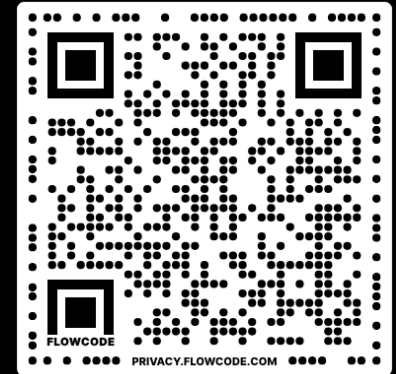
Uber for Government Travel Program

[GSA Federal Government-wide travel program](#)

All federal government employees can activate the program's business profile to enable:

- Discounted rides on official travel
- Tax exempt status on official travel
- Global in scope
- Luxury vehicles disabled
- Dedicated 24/7 global business support
- Traveler Rewards such as [DeltaSky Miles](#) & [Marriot Bonvoy](#)
- [Uber One membership free until November 2027](#)

Scan the QR Code below
to join the
Uber for Government
Travel program



For added support contact:
business-support@uber.com

Linking your account

1. **Scan the QR code or click the link**
Use your phone or computer.
1. **Complete the invitation request form**
Enter your information. **Only your first name, last name, and .gov email address are required.** Click “submit”.
3. **Check your work email inbox**
After submitting your information, **you will receive an email** from Uber inviting you to join the Uber for Government rideshare program.



URL:

<https://redeem.uber.com/public/optin/PNdKPHNCe8am>



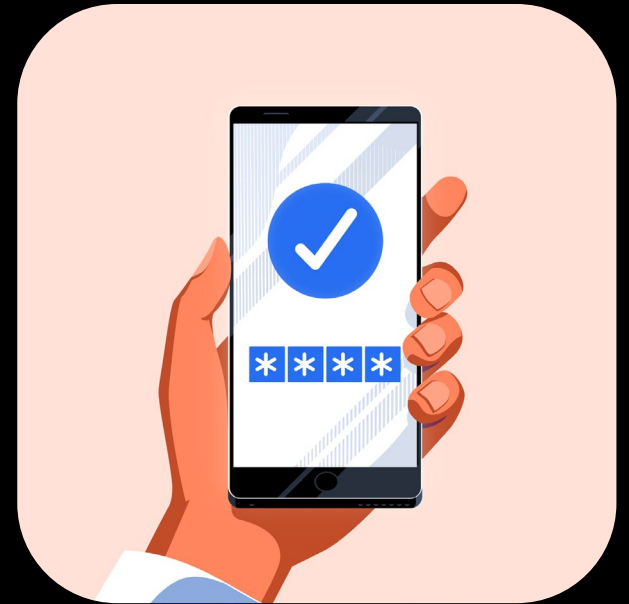
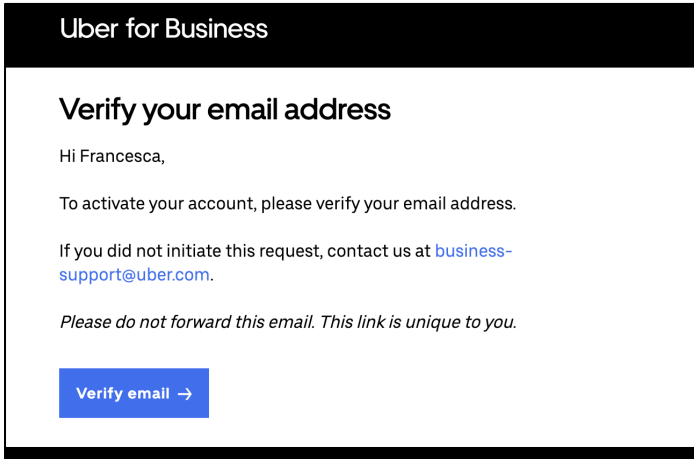
Pro tip:

Scan the QR code if your phone has the Uber app on it.

Linking your account

If you have computer access

4. **Open the Uber for Business email from your computer**
Click “Verify email”, which will redirect you to a page with a QR code.



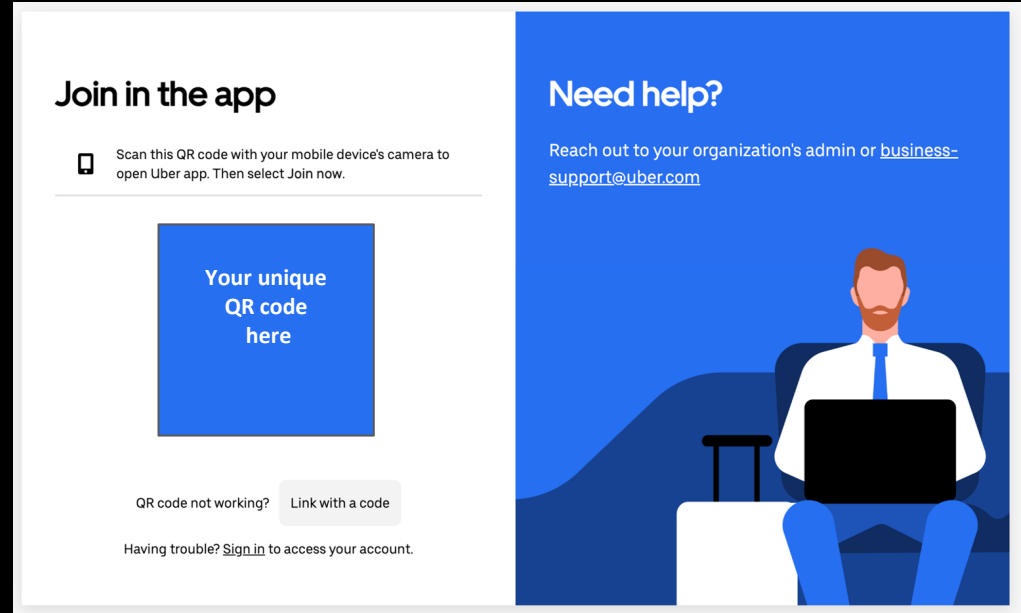
Important note:

Please do not forward your email invitation. ****This is a unique link and will not work if forwarded - it will not work.****

Linking your account

If you have computer access

5. Scan the QR code from the phone you will use for Uber. This will open to Uber app. Important Note: If you are not yet signed into Uber on this device, please do so first.
5. Select **“Join Now”** then **“Accept”** input your official travel payment method..
5. Select **“Skip”** in the top right corner when asked to link an expense program.
5. Toggle to your business profile when you're ready for your first trip or meal delivery.

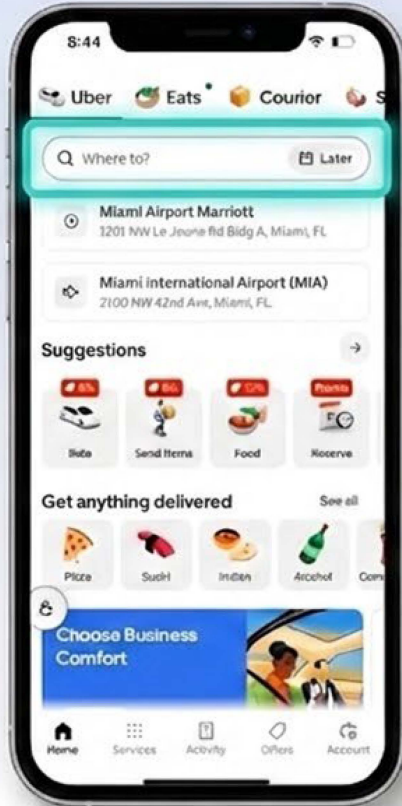


For support, reach out to business-support@uber.com for assistance.

Toggling to the Uber for Government business profile

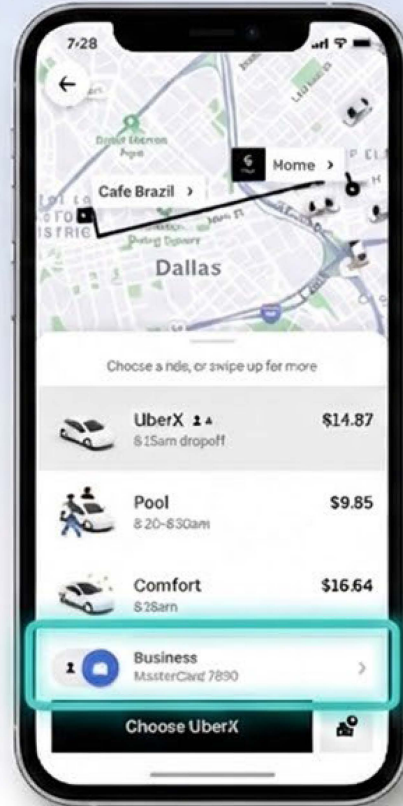
Enter Destination

Open the Uber app and type in your destination in the search bar at the top of the screen.



Select Profile

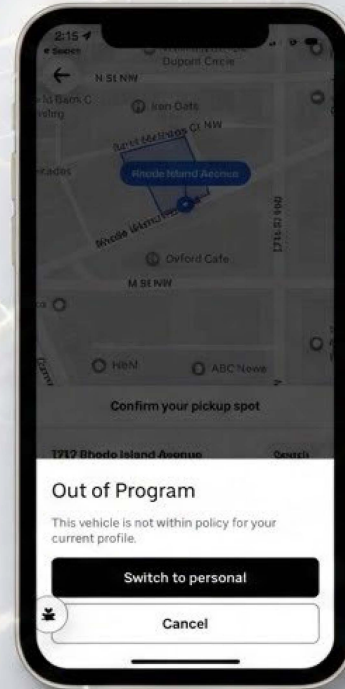
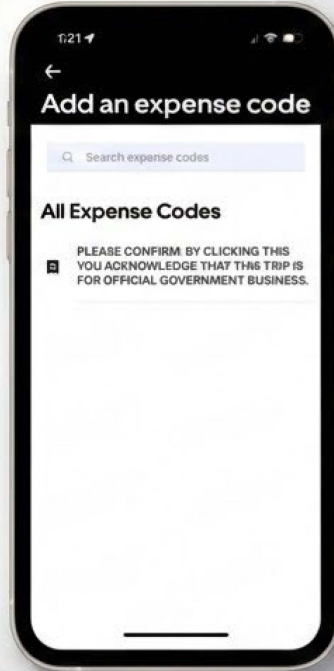
Select your desired vehicle type, then toggle the profile selector to the right and select 'Uber for Government'.



Policy controls when using a government profile

Expense Code Acknowledgment

Riders must click to acknowledge that the ride they are requesting is for official government business.



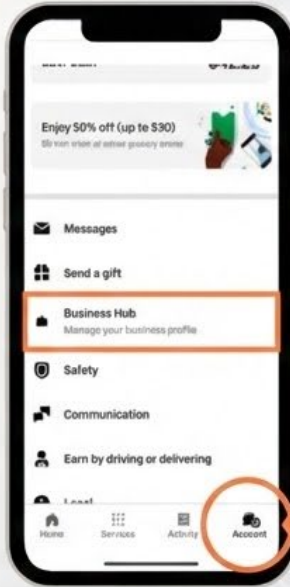
Vehicle Policy Enforcement

If a vehicle type that is out of policy was selected the rider will be prohibited from calling the ride.

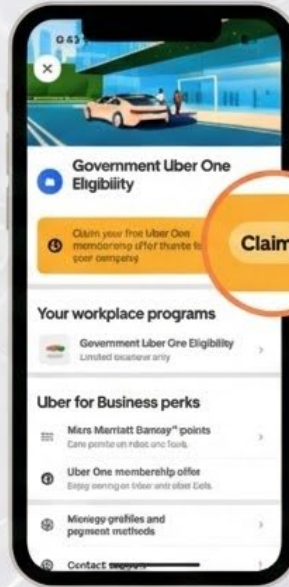
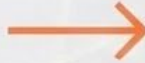
Activate Uber One benefit

Important Note:

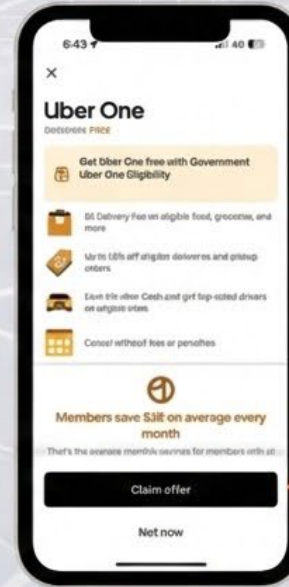
It will take up to 2 business days for your Uber One offer to be available after creating your Uber for Government profile.



1. Open the Uber app and click "Account" in the bottom menu. Scroll down to select "Business Hub".



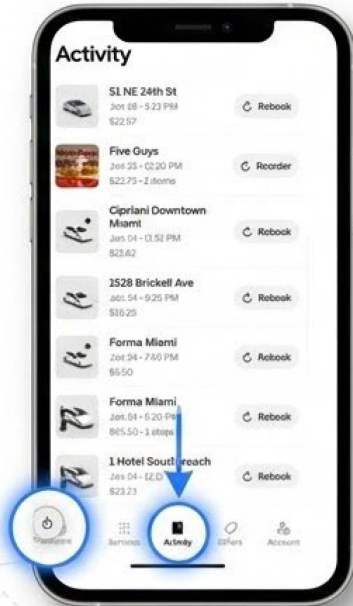
2. Navigate to the "Government Uber One Eligibility" business profile and select "Claim" in gold.



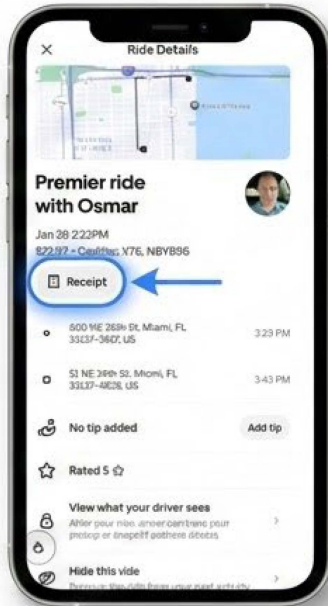
3. See the offer and select "Claim Offer".

Payment Changes

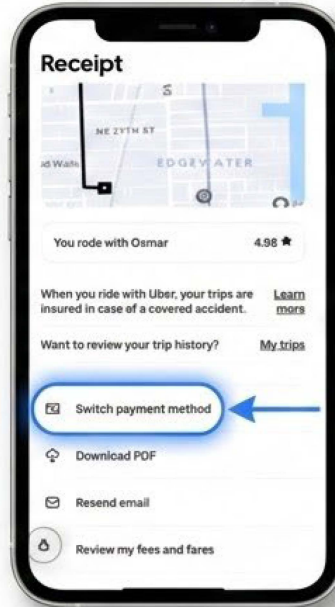
How to change the payment method or profile used for a previous trip.



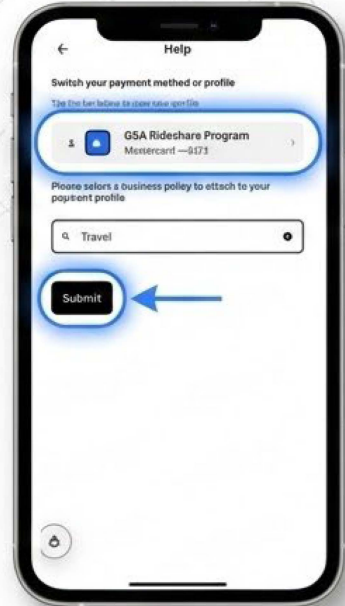
Open your Uber app, select the **Activity** icon on the bottom of the app. Then select the trip you'd like to edit.



Click on your past trip then select **Receipt**.

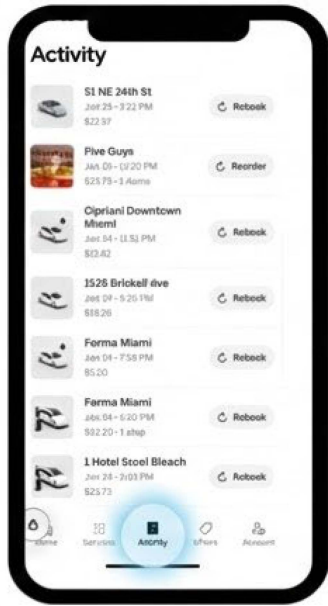


Scroll down and select **“Switch Payment Method”**. Confirm you would like to switch on the next screen.

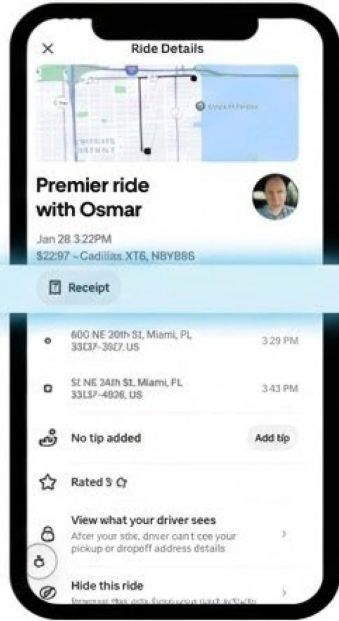


Toggle between profiles or tap the bar to edit the payment method. Then select **Submit** to finish.

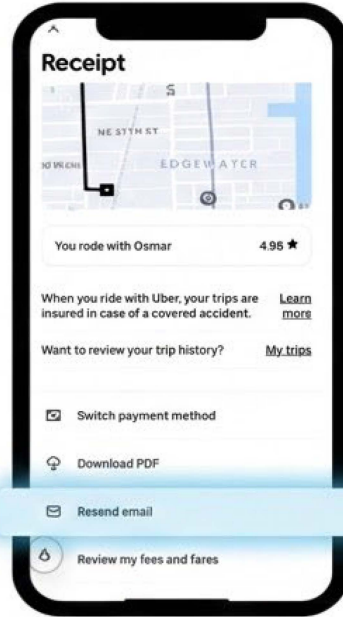
How to email yourself a receipt



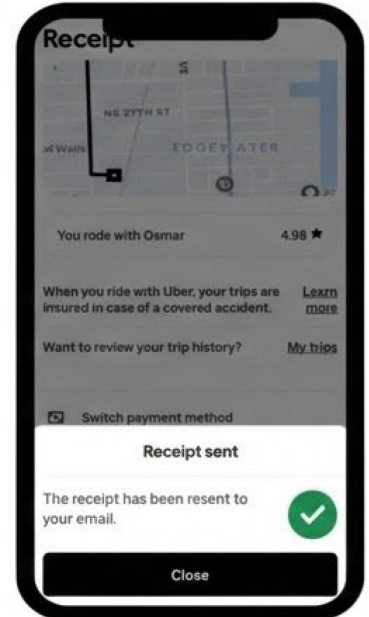
Open your Uber app, select the **Activity** icon on the bottom of the app. Then select the trip you'd like to edit.



Click on your past trip then select **Receipt**.

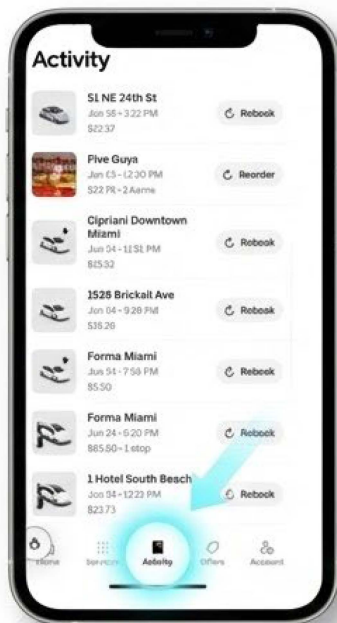


Select **Resend email**

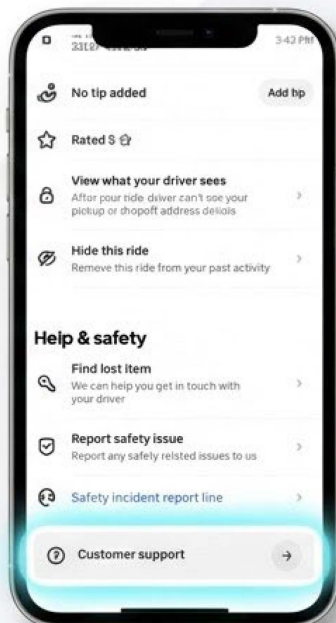


Check your inbox for your receipt.

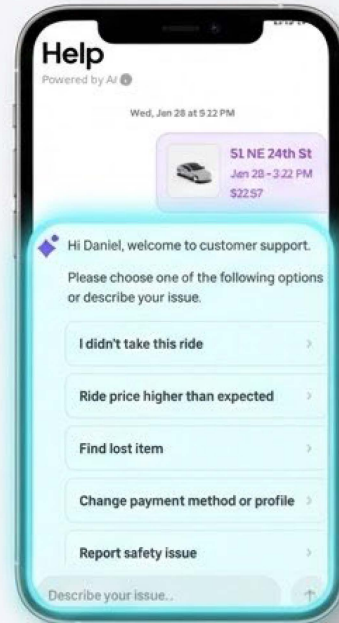
Contact support about a ride



Open your Uber app, select the **Activity** icon on the bottom of the app. Then select the trip you'd like to edit.

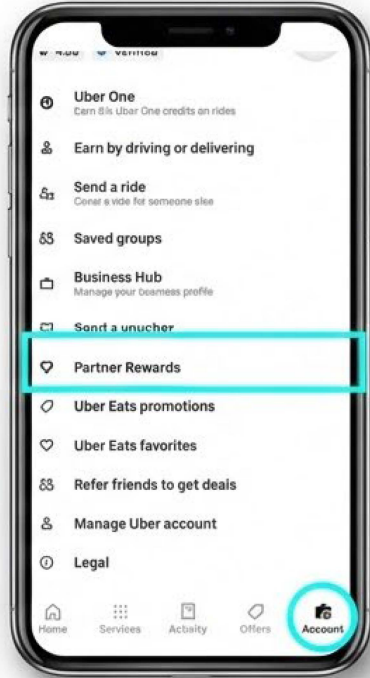


Select the support option that fits your needs or select **Customer Support**

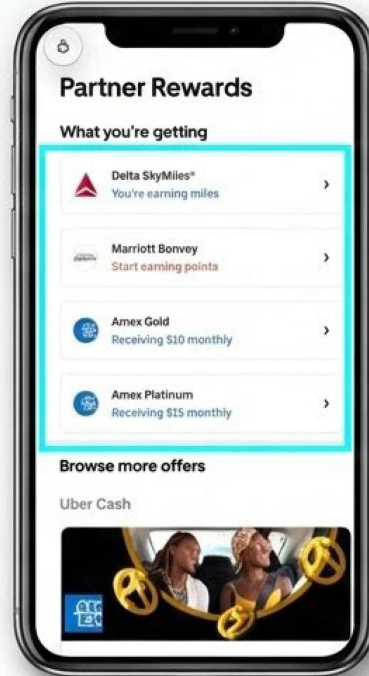


Select the option that meets your needs or write a message to AI powered live support

Activate Partner Rewards



Navigate to the **Account tab** and scroll to the bottom. Select **Partner Rewards**



Choose the rewards partner to activate.